

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post AMCONGEN GUAYAQUIL	2. Agency DOS	3a. Position Number A56022
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____ VACANT POSITION _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	RESIDENTIAL SECURITY COORDINATOR, FSN 701	6		08/16/2011
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee VACANT
8. Office / Section US CONSULATE GENERAL	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position VACANT _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position GISELLA ARENAS _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position ROBERT GOUSIE _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. DONALD COLEMAN _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
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13. BASIC FUNCTION OF POSITION

The Residential Security Coordinator (RSC) will be the principal liaison officer for all residential security matters between Consulate employees and the Regional Security Office. The RSC works closely with Consulate employees and the RSO to ensure that the residential units meet existing residential security standards as identified in the Security Standards Handbook (SSH). As Guayaquil utilizes a Housing Pool, the RSC inspects residences, notes any security deficiencies and ensures that they are rectified prior to the signing of any leases or the occupancy of any dwelling

14. MAJOR DUTIES AND RESPONSIBILITIES

RESIDENTIAL INSPECTIONS

35%

The RSC conducts residential surveys of all prospective Mission residences prior to the acquisition of any residence that will be directly or indirectly leased or purchased by the USG or any member of this mission, in order to ensure that all residences meet DS standards. At this Post, the RSC conducts ongoing on-site residential security inspections throughout the year of all Post residential houses and areas. This will be done to promptly address possible on-going and re-occurring security issues that need to be addressed to ensure what upgrades are needed and ensure they have been installed in accordance with all applicable regulations. These include both apartment and single-family residences. Single-family residences are much more complicated, time consuming, and require a longer written report and usually more security upgrades. The RSC then coordinates with appropriate sections of the consulate's (GSO) craftsmen, landlord (if applicable) and the alarm service, for the installation of security equipment and alarms, ensuring that recommended upgrade work is scheduled, and done properly before occupancy. Security upgrade recommendations may include but are not limited to windows, doors, locking devices, grill work, alarm systems, security lighting, security doors, and/or escape hatches.

The RSC assists the RSO in conducting physical security inspections of all USG buildings (Warehouses and any other government leased housing and building) at least every 5 years and provides written surveys that determine security upgrade needs and recommendations to ensure they conform to DS standards.

RESIDENTIAL LIAISON

30%

The RSC serves as a liaison between the U.S. Consulate employees, GSO, craftsmen, and alarm company technicians, responding verbally and in writing on residential security issues and questions. The RSC explains (generally in the host country language) the security upgrades that they must provide and gives technical assistance and recommendations to them regarding the installation of security equipment. The RSC frequently assists in establishing agreements between the USG employee and the landlord concerning occupancy that are not always specifically on security issues, but issues of their safety and well-being. The RSC helps the Facilities Maintenance representative, the tenant, and landlord identify possible fire, electrical, and plumbing hazards. The RSC also advocates for the inclusion of child-safety issues and offers practical solutions to accommodate USG families. These safety upgrades may include but are not limited to "limit-open" devices on windows, protection on stairways, and open railings, and insufficient protection at balcony edges.

The RSC liaises, as needed, with various building and neighborhood administrations as well as local police and residential security services regarding various topics to include new security procedures, recent criminal activity, and communal rules and regulations. The RSC provides residential security expertise and advice to these various entities that often lack professional residential security training. All of these meetings are usually conducted in Spanish.

The RSC is the primary Consulate liaison with the alarm company. The RSC receives, verifies, and prepares all procurement documents related to residential alarm services. RSC coordinates appointments for alarm system installations, repairs, upgrades, maintenance, and finally, the removal of the alarm system when tenant leaves. In addition, the RSC prepares monthly reports to the RSO and Consul General (CG) of personnel alarm usage per residence.

ADMINISTRATIVE WORK

20%

The RSC drafts written surveys, re-inspection reports, work orders, keeps a record of all correspondence on security issues to and from USG employees, the alarm company and the RSO office. Also prepares spreadsheets to manage a running inventory of alarm components of each residence and keeps an alarm usage log based on reports from the alarm company monitoring station.

The RSC maintains work files with all security related information on current and former USG residences. Monitors arrivals and departures of employees to ensure mobile patrol service is in place or terminated where required. Maintains a work completion/cost log, recording security upgrade obligations incurred on each lease/rental holding and a current listing of residence assignments noting equipment installed.

The RSC oversees, plans, and manages the Residential Security budget and inventory. This includes USG-owned residential security devices, safe-haven doors, Mylar SRWF, motion-sensitive lighting, alarm systems, and related components.

RESIDENTIAL EMERGENCY PREPAREDNESS

15%

The RSC serves as the residential security link between the Regional Security Office's overall Emergency Preparedness Program. This includes organizing the Neighborhood Warden Program, taking GPS coordinates of all Consulates' residences, and maintaining the RSO's Emergency Contact Database. The RSC also tracks current TDY employee levels and locations, usually local hotels, in case of disasters or emergencies.



Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. REQUIRED QUALIFICATIONS

EDUCATION: Completion of secondary school is required.

PRIOR WORK EXPERIENCE: Three years progressively responsible experience in an office or administrative environment.

POST ENTRY TRAINING: No specific post-entry training will be available other than on-the-job training conducted by RSO and elements of GSO.

LANGUAGE PROFICIENCY: Spanish/ English Level III (good working knowledge) required.

KNOWLEDGE: Must have a working knowledge of office administrative procedures, residential terminology and ability to understand basic design plan drawings.

SKILLS AND ABILITIES: Basic keyboard skills and computer literacy on a variety of software applications (MS Word, Excel, Access, etc) is required. Must have strong interpersonal and communications skills. Ability to assess problems and independently develop realistic solutions (e.g. how to plan for and administer available funds and equipment) is needed. Must have a valid type "B" sportsman driver's license.

16. POSITION ELEMENTS

SUPERVISION RECEIVED: Incumbent will receive supervision from the Local Guard Force Coordinator and must be able to analyze his/her own workload and adjust his/her schedule accordingly.

AVAILABLE GUIDELINES: 12 Foreign Affairs Manual, Residential Security Program Handbook and other post-specific policies.

EXERCISE OF JUDGMENT: Incumbent must demonstrate sufficient judgment in handling sensitive issues that he/she may have access to.

AUTHORITY TO MAKE COMMITMENTS: None

NATURE, LEVEL, AND PURPOSE OF CONTACTS: Incumbent will meet with landlords and may have to help negotiate security upgrade issues on behalf of prospective tenants. Will have to coordinate with GSO section to ensure all security inspection recommendations are acted upon.

SUPERVISION EXERCISED: None

TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES AFTER ENTRY IN TO THE POSITION: Within one year of assignment.